

THIRD PARTY INCOME VERIFICATION POLICY

24 CFR PART 982 AND 24 CFR PART 5

Third party verification is the best and most reliable method for determining the accuracy of the family's income and/or deduction claim. [24 CFR 960.259 and 982.516(a)(2)]

HAs must obtain and document in the family file third party verification of reported family income, value of assets, expenses related to deductions from annual income and other factors that affect the determination of adjusted income or income based rent. If this information is not available, it must be documented in the file the reason(s).

There are several methods to verify income of a resident family. A HA may require and check documents and information supplied by the family; however to be considered third party verification the documentation must come directly to the HA from the provider. The types of documents required could vary depending on the types of income being reported.

The following provides examples of acceptable verification documents:

- A. Income Documentation Materials
 1. IRS tax forms
 2. Written verification of TANF income form the appropriate agency;
 3. Social Security or Disability award statements;
 4. Child Support Payment canceled checks and/or award letters;
 5. Pay stubs or earnings statement supplied by the employer directly to HA.
- B. Deduction Documentation Materials
 1. Signed receipts or paid invoices for childcare expenses supplied by the provider directly to the HA;
 2. Receipts for medical expenses or insurance premiums supplied by the provider directly to the HA.

When a third party verification is not received in time to establish eligibility or complete re-examination, the HA should establish the annual income or adjusted annual income on a provisional basis on the condition that adjustments to the amount of the housing assistance will be made or subsidy will be determined when the third party verification has been completed.

When third party verification is not possible, not obtainable, impractical to obtain, etc., the HA may wish to accept documents provided by the family for verification, but the file must clearly explain the rationale for using the substitute verification method.

UP-FRONT INCOME VERIFICATION RESOURCES

TASS (for Social Security (SS) and Supplemental Security Income (SSI))

http://www.hud.gov/reac/products/tass/tass_guide_ssi.html

EIV

www.hud.gov/offices/reac/online/reasyst.cfm

RELEASE OF INFORMATION (i.e. HUD-9886)

Family must sign a statement of authorization to release information is (Per 24 CFR 5.230 (C)(4))
The authorization expires 15 months after dated and signed.

To request particular 3rd party verification forms, contact your Asset Manager